



HRAPAY

Chapter 11

Generate Remuneration Statements



Demonstration

Generate Remuneration Statements (PC00_M10_CEDT)

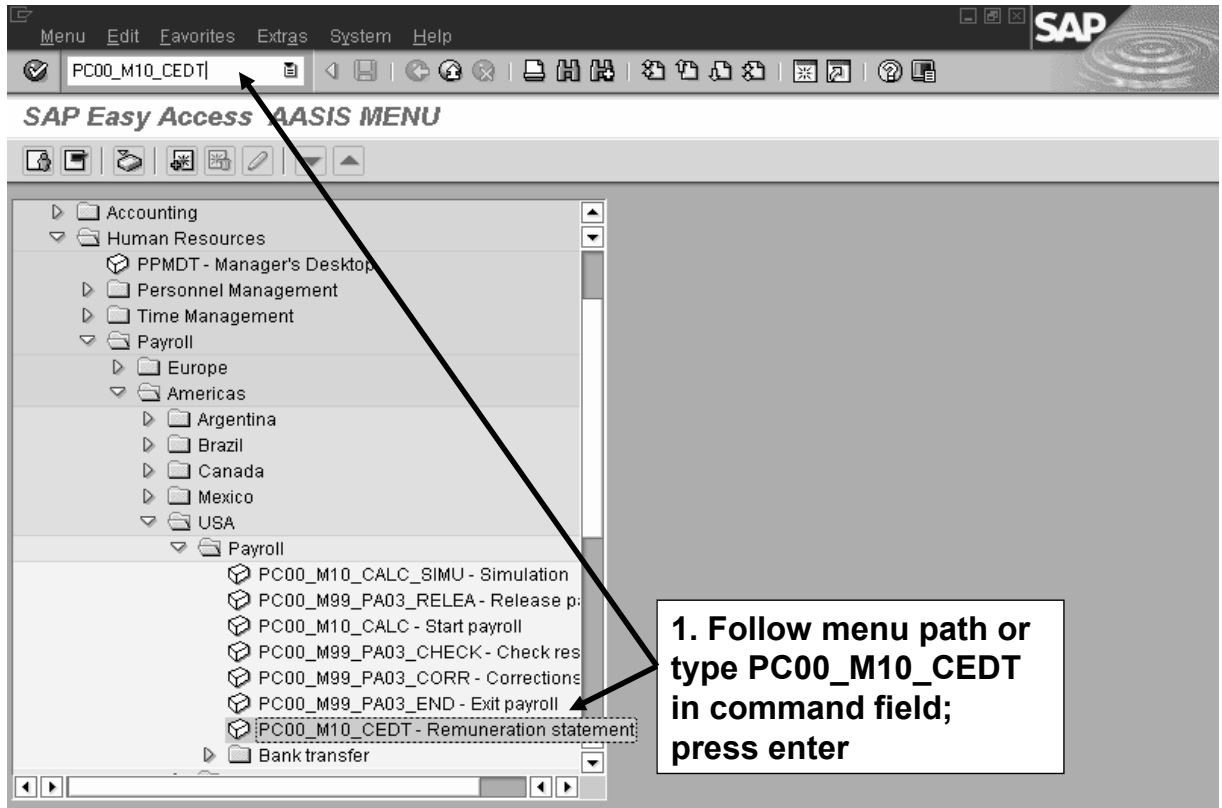


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The system enables you to create remuneration statements for your employees for a specified payroll run. Employees can still view and print their remuneration statement through Employee Self Service (ESS) via the state intranet.

PC00_M10_CEDT - Remuneration Statement



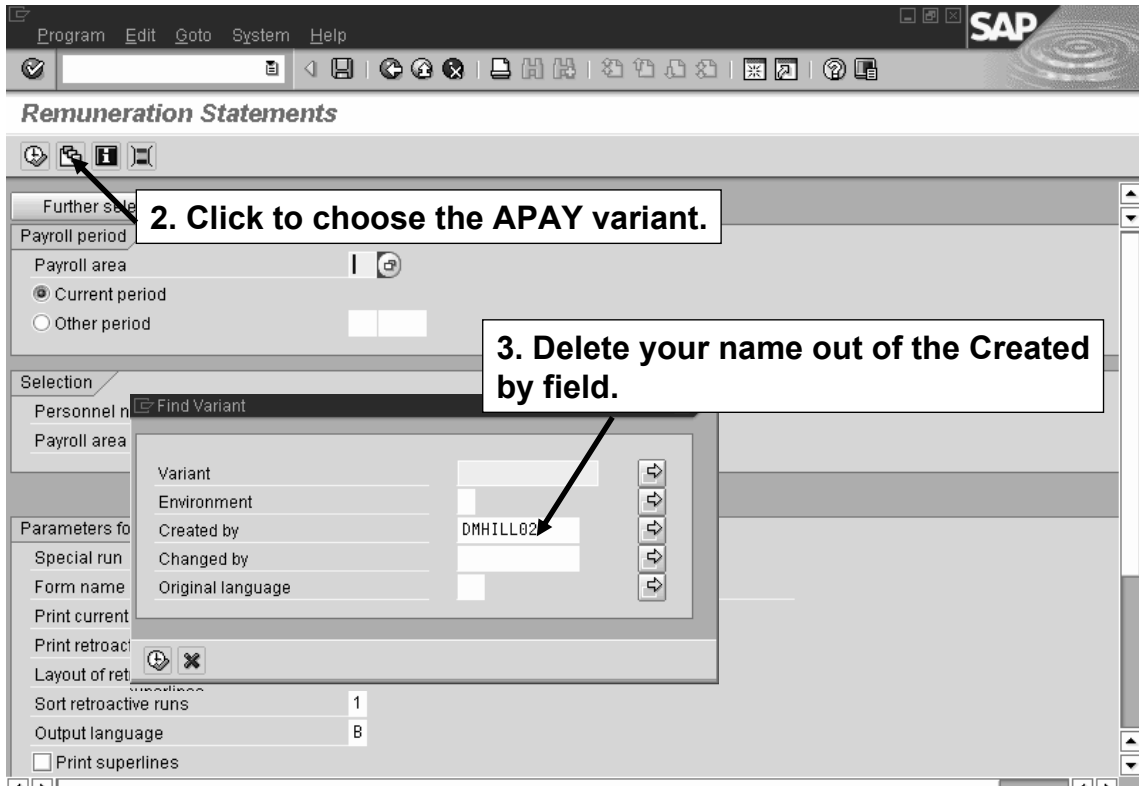
1. Follow menu path or type PC00_M10_CEDT in command field; press enter

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The menu path is Human Resources > Payroll > Americas > USA > Payroll> Remuneration statement.

PC00_M10_CEDT - Remuneration Statement



Remuneration Statements

Further selection

Payroll period

Payroll area

☒ Current period
☐ Other period

Selection

Personnel number

Payroll area

Parameters for

Special run

Form name

Print current

Print retroactive

Layout of retroactive

Sort retroactive runs

Output language

☐ Print superlines

Find Variant

Variant	Environment	Created by	Changed by	Original language
		DMHILL02		

2. Click to choose the APAY variant.

3. Delete your name out of the Created by field.

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Always choose the variant APAY before trying to enter data into the transaction. Failure to do so will result in data being removed from the fields.

Choosing the APAY variant ensures that you are looking at correctly formatted and configured information for the remuneration statement.



PC00_M10_CEDT - Remuneration Statement

Remuneration Statements

Further selections Search helps Sort order

Payroll period

Payroll area ☒

☒ Current period
☐ Other period

Selection

Personnel number
Payroll area

Find Variant

Variant	APAY
Environment	
Created by	
Changed by	
Original language	

Parameter

Special
Form na
Print cur
Print retr
Layout o
Sort retr
Output la
☐ Print superlines

4. Type in APAY in the 'Variant' field

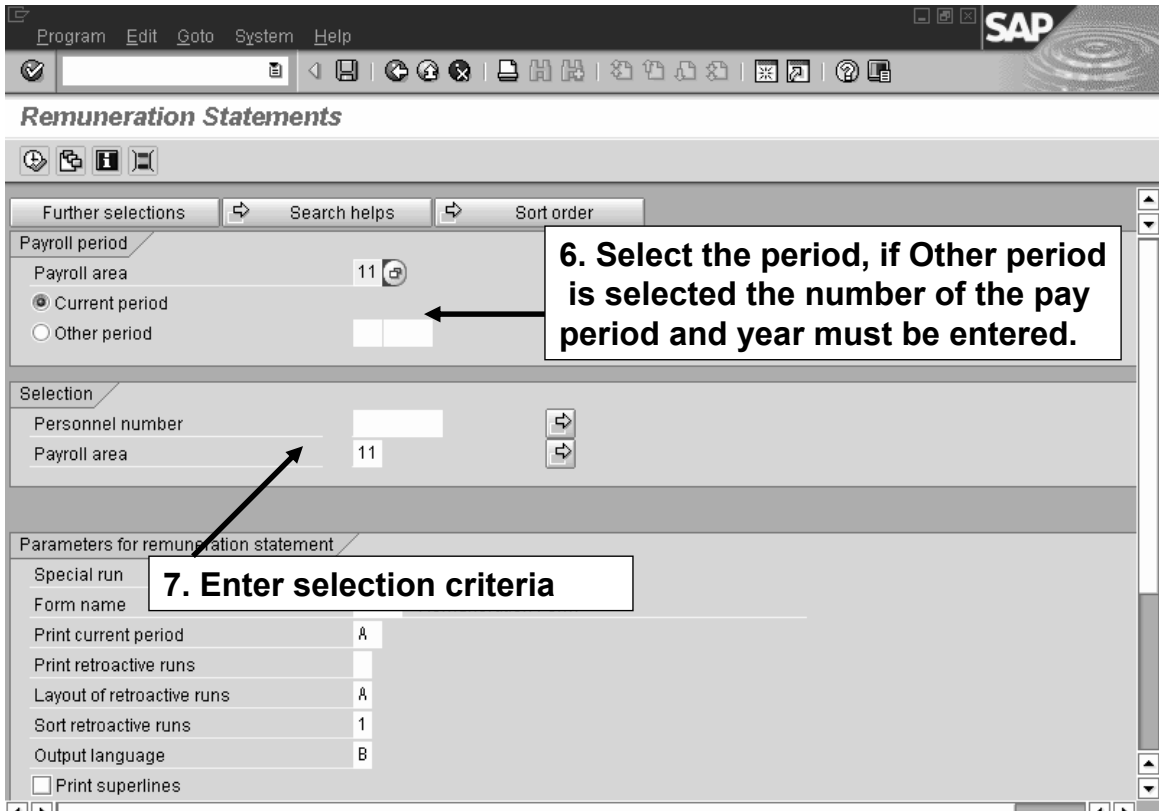
5. Click to copy

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Do not use any variant other than APAY unless you have a variant created to generate remuneration statements. If you create a variant, it is recommended that you use the variant APAY along with your selection criteria.

PC00_M10_CEDT - Remuneration Statement



The screenshot shows the SAP 'Remuneration Statements' form. It includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The form is divided into several sections:

- Payroll period:** Contains 'Payroll area' (11), 'Current period' (selected), and 'Other period' (empty).
- Selection:** Contains 'Personnel number' (empty) and 'Payroll area' (11).
- Parameters for remuneration statement:** Contains a list of parameters: 'Special run' (empty), 'Form name' (empty), 'Print current period' (A), 'Print retroactive runs' (empty), 'Layout of retroactive runs' (A), 'Sort retroactive runs' (1), 'Output language' (B), and 'Print superlines' (checkbox).

Annotations on the form:

- Step 6:** A callout box points to the 'Other period' field with the text: "6. Select the period, if Other period is selected the number of the pay period and year must be entered."
- Step 7:** A callout box points to the 'Personnel number' field with the text: "7. Enter selection criteria"

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You must enter criteria under the Selection area. If you wish to search by other selections than listed, proceed to step 8. If not, skip to step 12.



PC00_M10_CEDT - Remuneration Statement

The screenshot shows the SAP PC00_M10_CEDT Remuneration Statement screen. The interface includes a menu bar (Program, Edit, Goto, System, Help), a toolbar, and a main window divided into several sections. The 'Further selections' section on the left contains 'Payroll period' (with 'Current period' selected), 'Payroll area', 'Selection' (with 'Personnel number' and 'Payroll area' listed), and 'Parameters for remuneration statement' (including 'Special run', 'Form name', 'Print current period', 'Print retroactive runs', 'Layout of retroactive runs', 'Sort retroactive runs', 'Output language', and 'Print superlines'). The 'Choose Selection Fields' dialog box is open in the center, showing a list of selection options on the left and selection fields on the right. The 'Personnel area' option is highlighted in the list, and an arrow points to the right arrow button between the lists. The 'Selection fields' list includes 'Personnel number' and 'Payroll area'. The 'Selection' field at the bottom right shows the value '2'. Callout boxes with arrows point to specific elements: '8. Click further selections (Optional)' points to the 'Further selections' button; '9. Click selection (Optional)' points to the 'Personnel area' option in the 'Choose Selection Fields' dialog; and '10. Click (Optional)' points to the right arrow button in the 'Choose Selection Fields' dialog.

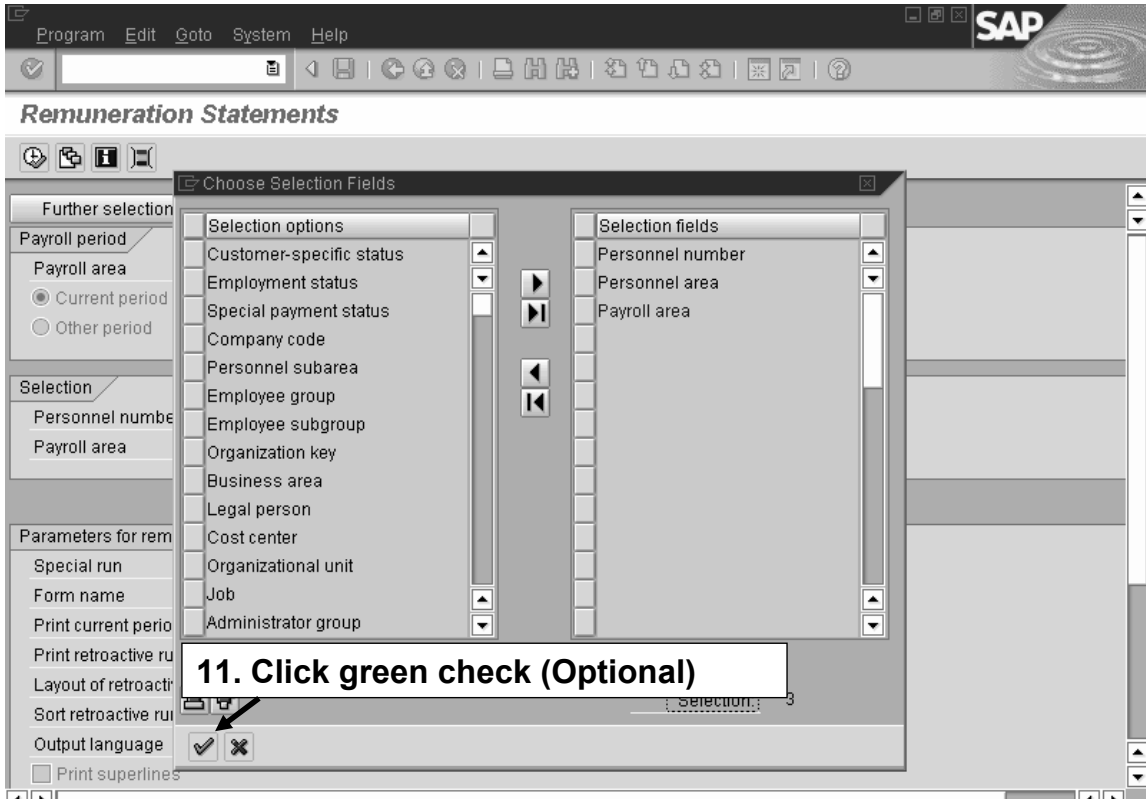
8. Click further selections (Optional)

10. Click (Optional)

9. Click selection (Optional)

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PC00_M10_CEDT - Remuneration Statement



The screenshot shows the SAP 'Remuneration Statements' dialog box. The 'Choose Selection Fields' window is open, displaying a list of selection options on the left and selection fields on the right. The 'Further selection' section on the left includes 'Payroll period', 'Payroll area', 'Current period' (selected), and 'Other period'. The 'Selection' section includes 'Personnel number' and 'Payroll area'. The 'Parameters for remuneration' section includes 'Special run', 'Form name', 'Print current period', 'Print retroactive run', 'Layout of retroactive run', 'Sort retroactive run', 'Output language', and 'Print superlines'. A green checkmark is visible next to the 'Output language' option. A callout box with the text '11. Click green check (Optional)' points to the green checkmark.

Remuneration Statements

Choose Selection Fields

Further selection

Payroll period

Payroll area

☒ Current period

☐ Other period

Selection

Personnel number

Payroll area

Parameters for remuneration

Special run

Form name

Print current period

Print retroactive run

Layout of retroactive run

Sort retroactive run

Output language ☒

☐ Print superlines

Selection options

Customer-specific status

Employment status

Special payment status

Company code

Personnel subarea

Employee group

Employee subgroup

Organization key

Business area

Legal person

Cost center

Organizational unit

Job

Administrator group

Selection fields

Personnel number

Personnel area

Payroll area

11. Click green check (Optional)

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PC00_M10_CEDT - Remuneration Statement

Remuneration Statements

Further selections Search helps Sort order

Payroll period

Payroll area 11 06/22/2003 To 07/05/2003

Current period 14 2003

Other period

Selection

Personnel number

Personnel area

Payroll area 11

Parameters for remuneration statement

Special run

Form name APAY Remuneration Form

Print current period A

Print retroactive runs

Layout of retroactive runs A


Sort retroactive runs 1


Output language B

12. Click multiple selection (Optional)

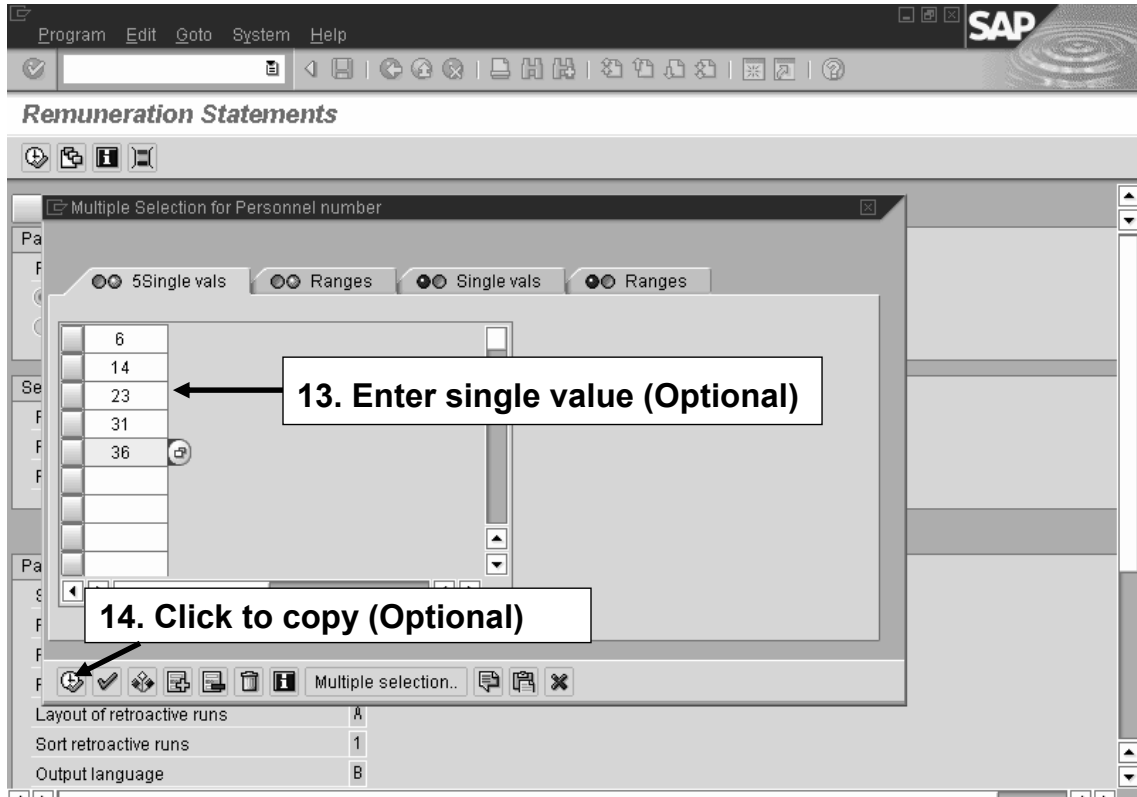
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When entering criteria you can enter a range of values, a single value or a list of single values. If you are generating remuneration statements for several employees either by personnel number, personnel area, cost center, etc., you must select the multiple selection icon  .

If you choose the multiple selection  , proceed to step 13; if not, skip to step 15.

PC00_M10_CEDT - Remuneration Statement



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PC00_M10_CEDT - Remuneration Statement

The screenshot shows the SAP Remuneration Statements interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title 'Remuneration Statements' is displayed. The interface is divided into several sections: 'Further selections' with buttons for 'Search helps' and 'Sort order'; 'Payroll period' with fields for 'Payroll area', 'From', 'To', 'Current period', and 'Other period'; 'Selection' with fields for 'Personnel number', 'Personnel area', and 'Payroll area'; and 'Parameters for remuneration statement' with fields for 'Special run', 'Form name', 'Print current period', 'Print retroactive runs', 'Layout of retroactive runs', 'Sort retroactive runs', and 'Output language'. The 'Sort order' button is highlighted with a red box, and an arrow points to it from a callout box labeled '15. Click to sort (Optional)'. The 'Multiple selection' icon (a square with a right-pointing arrow) is circled in black.

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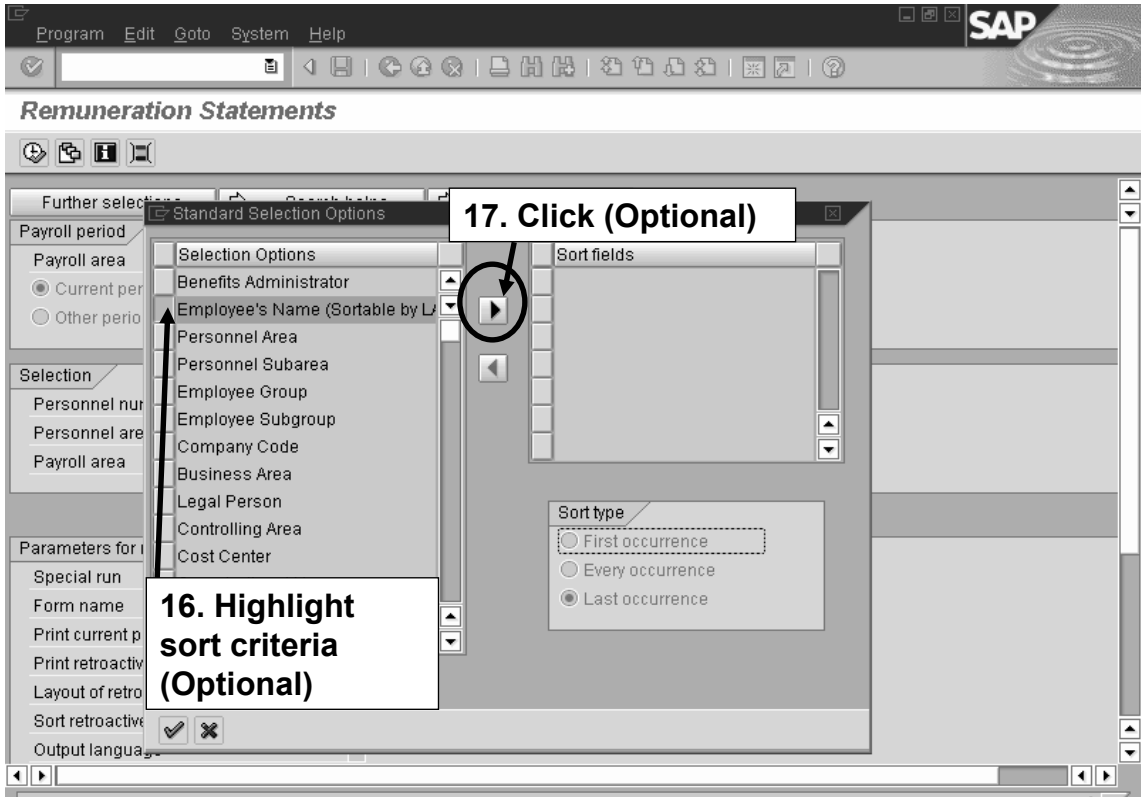
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The multiple selection icon has turned green indicating additional criteria is specified.

You can have the system sort your Remuneration Statements by the criteria you specify. If you choose this option, proceed to step 16; if not, skip to step 19.



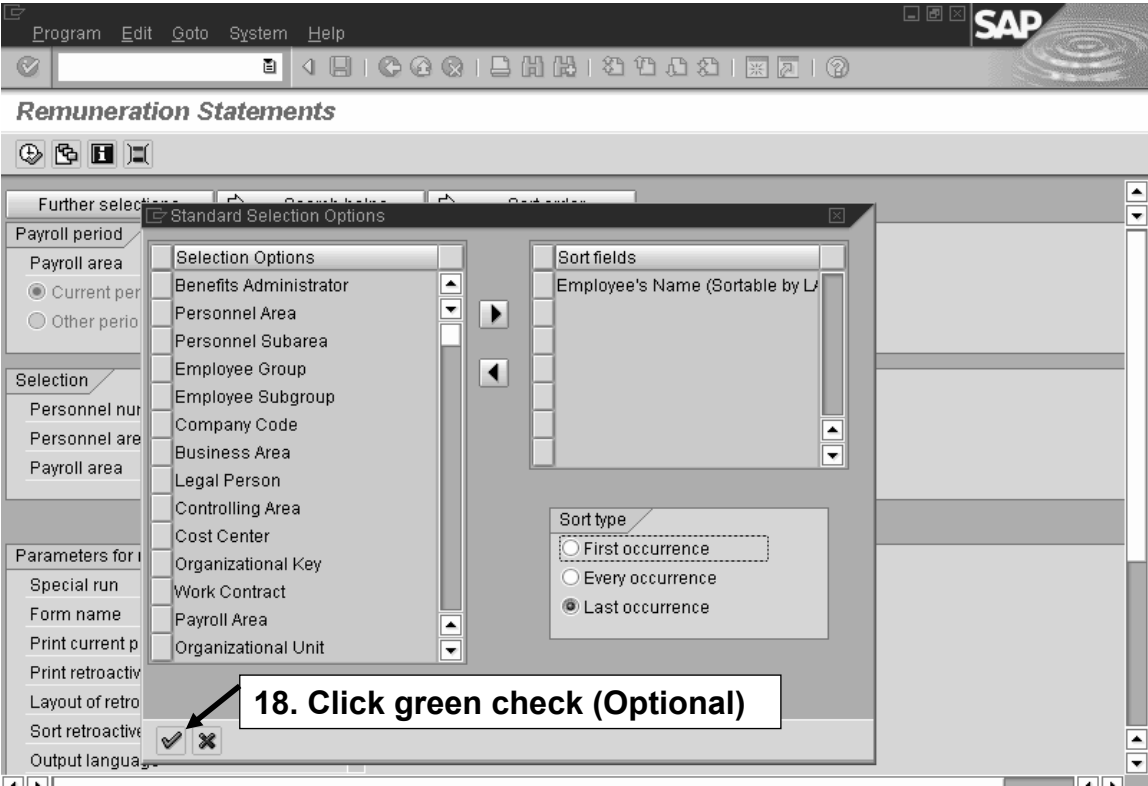
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PC00_M10_CEDT - Remuneration Statement



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PC00_M10_CEDT - Remuneration Statement

Program Edit Goto System Help

Remuneration Statements

19. Click to execute

Search helps Sort order

11 06/22/2003 To 07/05/2003

14 2003

Current period
Other period

Selection

Personnel number 6

Personnel area

Payroll area 11

Parameters for remuneration statement

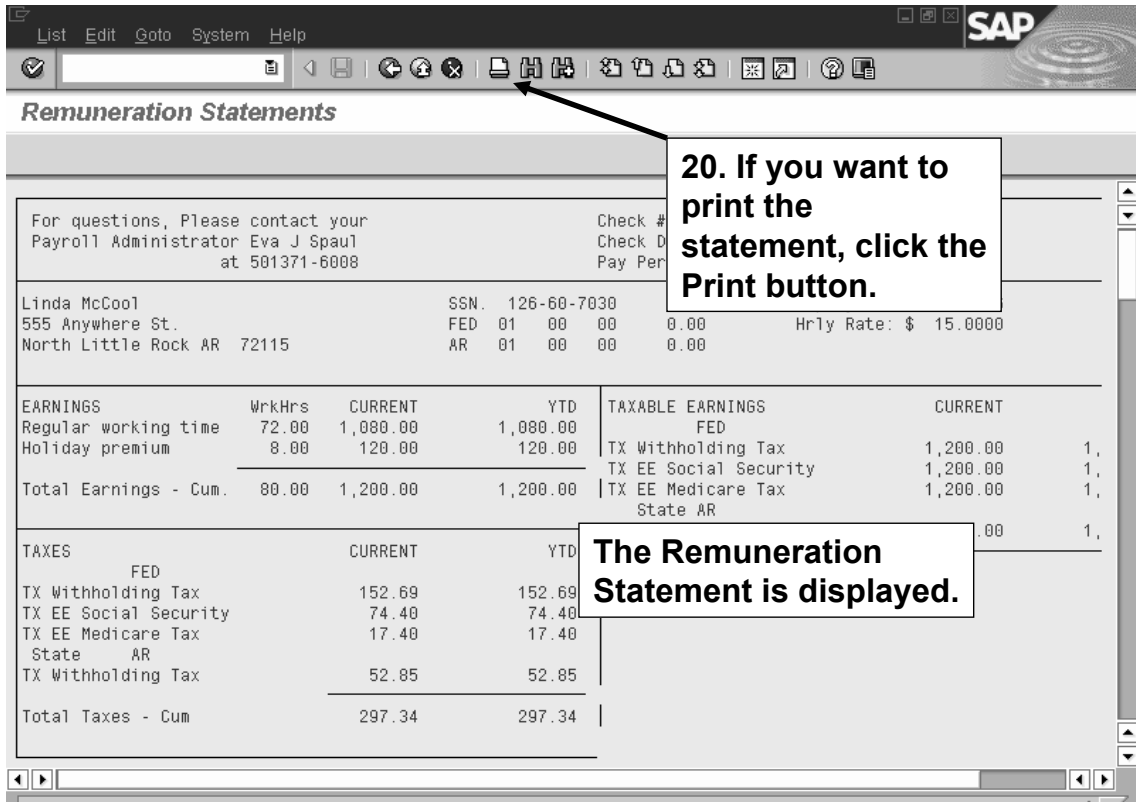
Special run	
Form name	APAY Remuneration Form
Print current period	A
Print retroactive runs	
Layout of retroactive runs	A
Sort retroactive runs	1
Output language	B

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You should never type APAY into the form name field to create remuneration statements. You should always click on the variant icon and choose APAY. This will ensure that the correct formatting is used when executing your remuneration statements.

PC00_M10_CEDT - Remuneration Statement



Remuneration Statements

For questions, Please contact your Payroll Administrator Eva J Spaul at 501371-6008

Check #
Check D
Pay Per

Linda McCool SSN. 126-60-7030
555 Anywhere St. FED 01 00 00 0.00 Hrly Rate: \$ 15.0000
North Little Rock AR 72115 AR 01 00 00 0.00

EARNINGS	WrkHrs	CURRENT	YTD	TAXABLE EARNINGS	CURRENT
Regular working time	72.00	1,080.00	1,080.00	FED	
Holiday premium	8.00	120.00	120.00	TX Withholding Tax	1,200.00 1,
Total Earnings - Cum.	80.00	1,200.00	1,200.00	TX EE Social Security	1,200.00 1,
				TX EE Medicare Tax	1,200.00 1,
				State AR	.00 1,

TAXES	CURRENT	YTD
FED		
TX Withholding Tax	152.69	152.69
TX EE Social Security	74.40	74.40
TX EE Medicare Tax	17.40	17.40
State AR		
TX Withholding Tax	52.85	52.85
Total Taxes - Cum	297.34	297.34

20. If you want to print the statement, click the Print button.

The Remuneration Statement is displayed.

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If the remuneration statement does not have a check number on it, do not pass it out to your employees. Remuneration statements will be available after payroll has exited.

After payroll has exited and you have a remuneration statement without a check number, you should check with your Payroll Department to have the problem investigated.